

[School Name]
[School Address]
Valley, Washington 99181
[School Phone Number]

[Date]

[Parent Name]
[Parent Address]

Dear [Parent Name],

School starts next [First Day of School] and we have not received your response to our reminders that you provide a completed and signed Certificate of Immunization Status and/or a Certificate of Exemption for [Student's Name]. I have included additional copies of these forms for your reference. Remember, state law (RCW 28A.210.080) says: *"The attendance of every child at every public and private school in the state ... shall be conditioned upon the presentation before or on each child's first day of attendance at a particular school or center, of proof of either (a) full immunization, (b) the initiation of and compliance with a schedule of immunization, as required by rules of the state board of health, or (c) a certificate of exemption as provided for in RCW 28A.210.090."* Should your child arrive on campus without fulfilling this requirement, you will be asked to come and pick up your child.

If you have questions or need assistance, please contact [Contact Person] at [Contact Phone Number]. Thank you and we appreciate your cooperation.

Sincerely,

[Principal Name]
Principal